



**SCHOHARIE COUNTY DEPARTMENT OF  
PERSONNEL & CIVIL SERVICE  
ANNOUNCES CIVIL SERVICE *PROMOTIONAL* EXAMINATION FOR  
#75-284 PAYROLL ADMINISTRATOR**

*Starting Salary: \$51,632 (CSEA Grade 19)*

\*Application Fee – \$15.00

**LAST FILING DATE:**    **March 27, 2015**                      **DATE OF EXAMINATION:**                      **May 2, 2015**

**ELIGIBLE LIST:** The list resulting from this examination will be used to fill vacancies, as they occur in the Schoharie County Treasurer's Office.

**PROMOTIONAL QUALIFICATIONS:** Limited to employees permanent for 24 months in the position of Junior Accountant within the Schoharie County Treasurer's Office.

**DISTINGUISHING FEATURES OF THE CLASS:** The occupant of this position will be in charge of providing county employees with accurate payroll checks which reflect proper deductions as may be required by law or requested by the individual employee. Also acts as a liaison between county employees and the New York State Retirement System and the county's designated health insurance carrier by providing claim forms and some assistance such as telephone numbers of appropriate offices, etc. Works in cooperation with the Data Processing Department, which is the actual body that maintains the computerized records and performs the payroll functions. Distributes blank claim forms, issues benefit booklets, updates enrollment records, and refers problems to the actual plan administrators for clarification and solution. Responsible for general supervision of other payroll personnel. Also, responsible for some nominal supervision of the remaining staff of the Treasurer's Office only in the absence of the County Treasurer. Does related work as required.

**Use of calculators is RECOMMENDED**

***Subjects of examination:*** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

- 1. Arithmetic Computation with Calculator:** These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.
- 2. Clerical Operations with Letters and Numbers:** These questions test for skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.
- 3. Name and Number Checking:** These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.
- 4. Office Record Keeping:** These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.
- 5. Supervision:** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

***The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)***

**APPLICATION FEE WAIVED:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

*\*The required application fee is fifteen dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Schoharie County Department of Personnel and include the examination number.*

Applications and exam announcements are available on our website at [www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)

ISSUE DATE: 2/25/15

**SEE REVERSE SIDE**